COLLEGE OF THE ALBEMARLE

1981 - 1983 CATALOG

ADDENDUM

June 1982

FOREWORD

Pages cited in this publication are references to College of The Albemarle's 1981-1983 Catalog, vol. 15, No. 13, June 1981.

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BOARD OF TRUSTEES

Andrew H. Williams, Chairman
J. Samuel Roebuck, Vice-Chairman
J. Parker Chesson, Jr., Secretary

GOVERNOR'S APPOINTEES

	Term Expires	
Andrew H. Williams	6/30/83	Pasquotank County
William F. Ainsley	6/30/85	Perquimans County
Vernon G. Jomes	6/30/87	Pasquotank County
J. Wilson Jones, Jr.	6/30/89	Pasquotank County

PASQUOTANK COUNTY COMMISSIONER'S APPOINTEES

Selby Scott	6/30/83	Pasquotank County
J. Samuel Roebuck	6/30/85	Pasquotank County
William W. Foreman	6/30/87	Pasquotank County
Joseph L. Lomb, Jr.	6/30/89	Pasquotank County

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

William A. Small	6/30/83	Pasquotank County
Nancy M. Ferebee	6/30/85	Camden County
Joseph P. Kromer	6/30/87	Pasquotank County
Gerald F. White	6/30/89	Pasquotank County

The Student Senate President serves as an ex officio member of the Board of Trustees.

PERSONNEL CHANGES

Administrative Staff

Director of Business and Community Relations	Pamela I. Whitley
Director of Management Information Services	Sharon Mudge
Director of Special Services	Loyce Susco
Evening Counselor	Donna Moore

Department Chairpersons

Cooperative Education	Sharon G. Noblitt
Developmental Education	Patsy O. Sanders
Fine Arts	Leland Chou

Clerical and Secretarial Staff

Continuing Education Secretary	Sherry Hewitt
Resource Development Secretary	Debra Watkins

Supportive Staff

Computer Operator	Pamela Godfrey
Computer Programmer	Rhonda Lewis

ADMISSION TO THE COLLEGE

The second paragraph under Admission To The College on page 29 has been deleted and replaced with the following paragraphs:

High school dropouts 16 years old or older may be considered as special needs students and admitted to an appropriate program subject to the following conditions: 1) the local system determining that such admission is the best educational option for the student, and 2) the student's admission is approved by the Director of Admissions.

The approval by the local school system referred to above may be waived if the student has been out of school at least six months and his/her application is supported by a notarized petition of a parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student.

Other students who are 16 years old or older and who are enrolled in high school may be admitted to appropriate courses under the following conditions: 1) the local board of education has approved a dual enrollment policy for high school students, 2) the student's program of study is approved by the high school principal and the Director of Admissions, and 3) the high school principal certifies that the student is taking at least three high school courses and is making appropriate progress toward graduation.

High school students may not displace adults and thus will be admitted on a space-available basis. Once admitted, however, they will be considered as any other student, receiving the same credit and paying the same fees. High school students who are 18 years old or older may take courses without the approval of local public school personnel.

Under special circumstances the college may be requested to enroll a limited number of gifted secondary students who are under age sixteen. Such requests should be directed to the Director of Admissions and may be approved with the consent of the respective instructor(s), provided space is available. The student is further required to have the written approval of his/her principal or superintendent. Tuition and fees are not charged and the student receives no institutional credit in these special cases.

FINANCIAL AID

In addition to the scholarships listed on pages 40-42, the following scholarships are now available at the college:

ANNA W. AND CLIFFORD E. BAIR SCHOLARSHIP

The Bair Scholarship was created by COA employees and friends in honor of former faculty members Anna W. and Clifford E. Bair. Scholarships will be awarded on a competitive basis to piano, voice, and organ students who enroll at COA.

DONNA D. CARTWRIGHT SCHOLARSHIP

The Cartwright Scholarship was created by the COA SATYRS Club and friends as a memorial to a former drama student Donna Delora Cartwright who was killed in a plane crash on November 23, 1967. This scholarship will be awarded to a second year drama student by the College of The Albemarle SATYRS Advisor.

BRENDA HOLT MUIR SCHOLARSHIP

The Brenda Holt Muir Scholarship was founded as a memorial by her husband, Gregory T. Muir. The scholarship will be awarded to eligible LPN applicants to assist in their educational expenses for a maximum of four quarters.

PASQUOTANK COUNTY EXTENSION HOMEMAKERS CLUB SCHOLARSHIP

The Pasquotank County Extension Homemakers Club Scholarship is awarded to a Pasquotank County resident whose parent is a member of the Pasquotank County Extension Homemakers Club. Tuition and fees will be paid for three quarters.

ZACK D. ROBERTSON, SR. SCHOLARSHIP

The Zack D. Robertson, Sr. Scholarship was founded and funded in memory of Zack D. Robertson, Sr., by his family, to be awarded to students in the Associate Degree or Practical Nursing programs from Chowan, Pasquotank, or Perquimans counties.

ROBERT JENNINGS WHITE SCHOLARSHIP

Established in memory of Robert Jennings White (Bobbie White) to be awarded to a student in the upper 30 percent of the graduating class from one of COA's seven-county service area high schools.

ACADEMIC REGULATIONS

Grading System

The following statement has been added to the system of grades on pages 65 and 66 under Incomplete:

> Before a Developmental Education Department student is given an Incomplete, he/she must arrange with his/her instructor to meet three times a week during the following quarter to work off incompleted work.

Academic Honors

The following sentence has been deleted from the paragraph under 1. Dean's List, on page 66:

> The Dean s List is not issued for summer quarter.

Policy for Encouraging Academic Progress

The requirements for students on conditional status to enroll for a maximum of 12 credit hours, including D-PSY 100, and attend appropriate skills labs do not apply to vocational students.

The following statement has been added as the last paragraph under (2) Conditional Status on pages 67 and 68:

> Notice: Developmental Education Department students who are on Academic Alert or Conditional Status must meet with the Developmental Education counselor at the end of the first, fifth, and ninth weeks of the quarter, and more often if necessary. If they have not already had ORI 100 and PSY 100, they shall be assigned to those courses.

The following sentence has been added to the first paragraph under (3) Academic Suspension on page 68:

> Vocational students who do not pass at least one-third of their work on an hourly basis may be excluded from registration for the next quarter or placed on probation.

The last two paragraphs under (3) Academic Suspension on pages 68 and 69 have been deleted and the following information has been added:

(4) Standard of Satisfactory Academic Progress to Maintain Financial Aid Eligibility

All college transfer, technical, and vocational students who receive financial assistance (NCSIG, Pell (Basic) Grant, SEOG, CWS, NDSL, NTA) must maintain the minimum grade point average consistent with the number of hours attempted as listed on the Academic Progress Scale. Students who drop below the scale will be removed from financial assistance the following quarter and will not be eligible for further financial aid until a 2.5 GPA (with a minimum of six credit hours) has been maintained for each quarter thereafter or their overall GPA is within the Academic Progress Scale. Financial assistance may be reinstated the quarter following demonstration of satisfactory progress toward fulfilling the degree or certificate requirements.

Financial aid students on Academic Alert will not be paid until their cumulative GPA has been computed and is at or above the minimum of the Academic Progress Scale.

Students receiving educational assistance under the G.I. Bill who have been academically suspended will not be recertified until they meet the requirements of the Academic Progress Scale.

Students receiving private scholarships must maintain the GPA requirements as specified for each scholarship.

Appeal of Suspension

Under Appeal of Suspension on page 69, the last sentence of the first paragraph has been deleted and the second paragraph has been revised as follows:

The Dean of Student Development is responsible for distributing letters of appeal and students transcripts to members of the Academic Appeals Committee prior to an assigned meeting. Students wishing to appeal their suspension must submit a written appeal, including their home address and telephone number, to the Dean of Student Development. The Dean will notify appellants of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak on their own behalf.

NEW PROGRAMS OF STUDY

Electronics Data Processing -- Business (T-022) . . . . . A.A.S.

Electronics Data Processing -- Business is a program to train persons to work with computer systems in business and industry. The program is designed so the student may enter business or industry upon graduation from this program. Also, the student may transfer to a four-year program if they so desire. The courses in this program, with the Basic and Cobol computer languages, will prepare students to compete in a highly technical field with many employment opportunities.

FIRST YEAR

First Quarter		Class	Lab	Cr. Hrs.
ENG 101	English Composition I	3	0	3
T-MAT 104*	Technical Math I	5	0	5
EDP 101	Computer Fundamentals	3	0	3
BUS 106	Introduction to Business	5	0	5
ECO 201	Principles of Economics I	3	0	3
				19
Second Quarter				
ENG 102	English Composition II	3	0	3
T-MAT 105*	Technical Math II	4	0	4
EDP 109	Beginning Basic Programming	3	3	4
ECO 202	Principles of Economics II	3	0	3
EDP 113	Logic Design & Flow Charts	3	0	3
				17
Third Quarter				
T-TEC 201	Technical Report Writing I	2	0	2
EDP 110	Advanced Basic Programming	3	3	4
ECO 203	Principles of Economics III	3	0	3
HEA 121**	Hygiene	3	0	3
	Elective			3
				15

SECOND YEAR

Fourth Quarter				
T-TEC 202	Technical Report Writing II	2	0	2
BUS 203	Accounting I	3	3	4
EDP 207	Cobol I	3	2	4
T-BUS 115	Business Law I	3	0	3
EDP 219	System Analysis	3	0	3
				16
Fifth Quarter				
BUS 204	Accounting II	3	3	4
EDP 208	Cobol II	3	2	4
EDP 204	Electronic Word Processing	3	0	3
MAT 211	Elementory Statistics	3	0	3
	Elective (Social Science or Humanities course)	3	0	3
				17
Sixth Quarter				
EDP 209	Cobol III	3	2	4
EDP 220	Computer Programming Project	3	2	4
PSY 201	General Psychology I	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
	Elective	3	0	3
				17

Total Hours for Graduation (depends on Moth sequence) 98 or 101

* Math 121 and 122 may be substituted for T-MAT 104 and 105. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt.

** Three hours of physical education activity courses, HEA 122 or 223, may be substituted.

Postal Service Technology (T-141) . . . . . A.A.S.

The Postal Service Technology curriculum is designed to provide opportunities for advancement to present and future employees of the U. S. Postal Service. Graduates of the program will be prepared to function effectively within a variety of positions. This will be accomplished through the study of postal organization, mail processing, employee and customer services, mail delivery and collection, problem analysis, related business/management subjects, and general education courses.

Applicants for Postal Service employment must pass a civil service examination and be placed on a federal register before they can be employed.

FIRST YEAR

First Quarter		Class	Lab	Cr. Hrs.
BUS 101*	Elementary Typewriting	3	2	4
BUS 106	Introduction to Business	5	0	5
ECO 201	Principles of Economics I	3	0	3
ENG 101	English Composition I	3	0	3
_____ **	Specialized Course	3	0	3
				18
Second Quorter				
BUS 107	Business Mathematics	5	0	5
ECO 202	Principles of Economics II	3	0	3
ENG 102	English Composition II	3	0	3
_____ **	Specialized Course	3	0	3
T-BUS 210	Office Machines	1	2	2
				16
Third Quarter				
ECO 203	Principles of Economics III	3	0	3
HEA 223	First Aid and Safety Education	3	0	3
T-BUS 271	Office Management	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
	Electives	3	0	3
_____ **	Specialized Course	3	0	3
				18

SECOND YEAR

First Quarter				
BUS 203	Principles of Accounting I	3	3	4
**	Specialized Course	3	0	3
EDP 101	Computer Fundamentals	3	0	3
T-BUS 115	Business Law I	3	0	3
_____ **	Specialized Course	3	0	3
				16

Second Quarter		Class	Lab	Cr. Hrs.
BUS 204	Principles of Accounting II	3	3	4
BUS 209	Business Communications	3	0	3
EDP 102	Computer Programming	3	2	4
T-BUS 116	Business Law II	3	0	3
_____ **	Specialized Course	3	0	3
				17
Third Quarter				
PSY 201	General Psychology I	3	0	3
SPH 201	Public Speaking	3	0	3
_____ **	Specialized Course	3	0	3
_____ **	Specialized Course	3	0	3
_____ **	Specialized Course	3	0	3
				15
	Total Hours for Graduation			100

* Credit may be granted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempted.

** Specialized courses - Postal Services Management - are listed below.

		Class	Lab	Cr. Hrs.
POS 101	Postal History & Organization	3	0	3
POS 103	Mail Processing I	3	0	3
POS 105	Mail Processing II	3	0	3
POS 201	Postal Labor-Management	3	0	3
POS 202	Postal Service Finance	3	0	3
POS 203	Postal Employee Services	3	0	3
POS 205	Postal Delivery & Collection	3	0	3
POS 206	Postal Customer Services	3	0	3
POS 208	Postal Problems Analysis	3	0	3
				27

Industrial Maintenance -- Electromechonical (V-028) . . . . . .Diploma

This program is to prepare persons to enter the area job market as maintenance mechanics for commercial buildings or industry. Upon completion of the program a person would be able to install, maintain, and service various types of machinery, air conditioning, refrigeration systems, electrical systems, and electric motors. The person would also be able to read blueprints and schematic drawings. The job market for this trade is very good. With the background a person would receive from this instructional program and some actual work experience a person could progress rapidly and do well in this trade.

		Hours Per Week			
First Quarter		Class	Lab	Shop Proct.	Cr. Hrs.
ENG 1020	Reading Improvement	2	0	0	2
AHR 1120	Principles of Refrigeration & Air Conditioning	5	0	15	10
MAT 1000	Fundamentals of Math	5	0	0	5
DFT 1104	Blueprint Reading: Mechanical	0	0	3	1
					18

Second Quarter		Hours Per Week Class	Lab	Shop Proct.	Cr. Hrs.
MAT 1010	Vocational Mathematics	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
CAR 1101	Carpentry I	3	0	12	7
ELC 1123	Electrical Installation	1	0	3	2
DFT 207	Architectural Drawing	3	0	3	4
					18
Third Quarter					
MEC 1200	Machine Shop Theory & Practice I	3	8	8	9
MAT 1020	Geometry & Trigonometry	3	0	0	3
PSY 1060	Industrial, Community & Personal Relations	2	0	0	2
PHY 1050	Applied Physics II	1	2	0	2
WLD 1401	Basic Welding	2	0	3	3
					19
Fourth Quarter					
ELC 1540	Marine and Industrial Installations	3	0	10	6
ELC 1542	Electric Motors and Controls	5	0	10	8
BUS 1103	Small Business Operations	2	0	0	2
					16
	Total Credit Hours				71

REVISED TECHNICAL PROGRAMS OF STUDY

Business Administration Technology (T-018)

The following statement has been added as a footnote on page 82:

SPH 201 Public Speaking may be substituted for SPH 101 Voice and Diction I.

Electronics (T-045)

The following changes have been made in the course requirements for the Electronics curriculum on pages 84 and 85:

FIRST YEAR

Third Quarter		Class	Lab	Cr. Hrs.
Delete T-ELN 103				
Add T-ELN 113	Electronics I	5	3	6
Summer Quarter				
Delete T-ELN 104 and 105				
Add T-ELN 114	Electronics II	3	3	4
Add EDP 109	Beginning Basic Programming	3	3	4

SECOND YEAR

First Quarter		Class	Lab	Cr. Hrs.
Delete T-ELN 201 and 202				
Add T-ELN 211	Electronics II	3	3	4
Add T-ELN 212	Digital Electronics I	3	3	4
Second Quarter				
Delete T-ELN 203 and 204				
Add T-ELN 213	Digital Electronics II	3	3	4
Change Industrial Electronics (T-ELN 215) to Electronic Servicing I				
Add Elective(s)				3
Third Quarter				
Delete T-ELN 206				
Add T-ELN 214	Digital Electronics III	3	3	4
Change Industrial Electronics (T-ELN 216) to Electronics Servicing II				
	Total Hours for Graduation (depends on Math sequence)			109 or 112

General Office Technology (T-033)

SECOND YEAR

Second Quarter

Change SPH 101 Voice and Diction I to SPH 102 Voice and Diction II

Third Quarter

BUS 203 may be substituted for T-BUS 212
Change Accounting (T-BUS 212) to Bookkeeping

Executive Secretary (T-030)

SECOND YEAR

Third Quarter

BUS 203 may be substituted for T-BUS 212
Change Accounting (T-BUS 212) to Bookkeeping

Medical Secretary (T-032)

SECOND YEAR

Third Quarter

BUS 203 may be substituted for T-BUS 212
Change Accounting (T-BUS 212) to Bookkeeping

REVISED VOCATIONAL PROGRAMS OF STUDY

The following information has been added as the fourth paragraph under VOCATIONAL PROGRAMS on page 92:

> Students attending vocational trades classes will receive a letter grade on each course upon completion of the minimum number of clock hours specified for each course (see the course descriptions) and/or satisfactory performance on the final examination.

The entire section on Probation and Suspension on page 93 has been deleted and the following information has been added:

Safety

Safety is stressed at all times in the vocational programs. If students are incapable of safe conduct in the shops or willfully and flagrantly violate the safety rules of the shops and become a safety hazard to themselves and to their classmates, they may be suspended immediately from their program of study. All suspensions of this type must be approved by the Director of Occupational Education and the Dean of Instruction.

Cosmetology V-009

First Quarter		Class	Lab	Clin. Proct.	Cr. Hr. Equiv.
Add ENG 1020	Reading Improvement	2	0	0	2
Second Quarter					
Add MAT 1000	Fundamentals of Math	5	0	0	5
Change clin. Proct. and Cr. Hrs. for COS 1022 from 20 and 8 to 17 and 7.					
Third Quarter					
Add ENG 1030	Communications Skills	2	0	0	2
	Total Credit Hours				79

Electrical Installation and Maintenance (V-018)

Second Quarter

Change class hours for ELC 1522 from 3 to 5.

Light Construction (V-029) vice (V-032)

Fourth Quarter

Change Construction Engineering I (MAT 112) to Construction Estimating.

Advanced Machinist

Suggested Electives		Class	Lab	Cr. Hr. Equiv.
Delete EDP 102 and 103				
Add EDP 109	Beginning Basic Programming	3	3	4
Add EDP 110	Advanced Basic Programming	3	3	4

CONTINUING EDUCATION DIVISION

Fees

In the first paragraph on page 111 under Fees, the following changes hove been mode:

Registration fee is $8.00 vice $5.00.
"and GED" has been added to the last sentence right ofter the words "Adult Bosic Educotion."

COURSE DESCRIPTIONS

Biology

Course description revised as follows:

BIO 220 Introduction to the Marine Environment (S,SS) 5(3-4)

A study of the physical and biological components of the marine environment and their interrelationships. Productivity and mojor species of invertebrates ond vertebrates are highlighted. One weekend field trip is required.

Business

Courses odded:

BUS 208 Intermediote Accounting I (Var.) 4(3-2)

Financial accounting theory and practice underlying the occounting process. Topics emphasized include osset and liability accounts, the related income measurement, voluation, and reporting problems associated with these accounts.
Prerequisites: BUS 203, 204, 205

BUS 233 Intermediote Accounting II (Var.) 4(3-2)

Continuation of BUS 208 with on emphasis on inventories, receivables, and long-term investments.
Prerequisite: BUS 208

Course revised:

T-BUS 212 Bookkeeping vice Accounting

Cosmetology

Course revised:

COS 1022 7(0-5-17) vice 8(0-5-20) and minimum clock hours 220 vice 250.

Developmental Education

Course revised:

ORI 100 vice 101 and 1(1-0) vice 1(1-1).

Electronics Data Processing

Courses deleted:

EDP 102
EDP 103

Courses added or revised:

EDP 101 Computer Fundamentals (F,W,S,SS) 3(3-0)

An introductory course in data processing. Covered are limitations of the computer; history of computer development; input and output devices; central processing units; auxiliary storage; and programming language overview.
Prerequisite: none

EDP 109 BASIC I (W,SS) 4(3-2)

A beginning programming course using the computer language BASIC. Included are system operation; use of BASIC terms in programming; debugging; and techniques of program writing. The laboratory work provides problem application for lecture sessions.
Prerequisite: EDP 101

EDP 110 BASIC II (S,SS) 4(3-2)

An advanced study of BASIC programming including creation and access of sequential and direct access files. A program project will be required in the laboratory work.
Prerequisite: EDP 109

EDP 113 Flowcharting and Programming Logic (W,SS) 3(3-0)

A fundamental course in computer logic in which the student analyzes problems using computer logic. The logic of the computer program is formulated in standard flowcharting forms for use in future programs.
Prerequisite: EDP 101

EDP 204 Electronic Word Processing (S,SS) 3(3-0)

A study of word processing using commercially available software packages. Laboratory exercises in use of the system is incorporated in working lecture sessions. The student will be taught letter, form and report manipulation.
Prerequisite: EDP 101

EDP 207 COBOL I (F,W,SS) 4(3-2)

A fundamental course in COBOL programming. The COBOL language structure, statements, and programming methods and techniques are studied. The student develops program logic and writes programs to create and access sequential data files. Laboratory work will cover program entry, compiling, and execution.
Prerequisite: EDP 101

EDP 208 COBOL II (W, SS) 4(3-2)

A continuation of the study of COBOL. Includes more complex COBOL instructions and techniques. Laboratory exercises involve development of index and relative data files.
Prerequisite: EDP 207

EDP 209 COBOL III (S,SS) 4(3-2)

An advanced study of complex COBOL programming. Includes file maintenance, matrix and table handling. This course is intended primarily for data processing majors. Laboratory work requires completion of assigned programming project.
Prerequisite: EDP 208

EDP 219 System Analysis (S,SS) 3(3-0)

This course covers the job of system analysis. The relationship of the data processing department with other business departments and management information systems.
Prerequisite: EDP 101

EDP 220 Computer Programming Project (S,SS) 3(3-3)

The student will be required to develop a project which simulates a problem in business requiring a program solution. The student may select either BASIC or COBOL for programming. The course places the responsibility upon the student to solve the problem with a minimum assistance from the instructor.
Prerequisite: EDP 208

Electronics

Courses deleted:

T-ELN 103	T-ELN 203
T-ELN 104	T-ELN 204
T-ELN 105	T-ELN 206
T-ELN 201	T-ELN 215-216
T-ELN 202	

Courses added or revised:

T-ELN 101 D.C. Circuits (F) 6(5-3)

Development of basic electricity theories; concepts of electron flow and resistance; Ohm's law, Watt's law, Kirchnoff's law; network theory.

T-ELN 102 A.C. Circuits (W) 6(5-3)

Extended circuit concepts of capacitance, inductance, time constants, magnetism, reactance and impedance.
Prerequisite: T-ELN 101

T-ELN 113 Electronics I (S) 6(5-3)

Extended A.C. theory; semiconductor theory and devices.
Prerequisite: T-ELN 102

T-ELN 114	Electronics II	(SS)	4(3-3)

Semiconductor theory extended; amplifier theory and design.
Prerequisite: T-ELN 113

T-ELN 211	Electronics III	(F)	4(3-3)

Theory and applications of operational amplifiers and thyristors and other control devices.
Prerequisite: T-ELN 114

T-ELN 212	Digital Electronics I	(F)	4(3-3)

Introduction to digital electronics; Boolean algebra, logic families, combinational and sequential logics.
Prerequisite: T-ELN 113

T-ELN 213	Digital Electronics II	(W)	4(3-3)

Concepts and features of memory systems, microprocessor structure, programming and hardware.
Prerequisite: T-ELN 212

T-ELN 214	Digital Electronics III	(S)	4(3-3)

Analysis, interface and applications of microprocessor based controllers and microcomputer systems.
Prerequisite: T-ELN 213

T-ELN 215	Electronics Servicing I	(W)	4(3-3)

AM, FM, television theory; basic troubleshooting techniques.
Prerequisite: T-ELN 211

T-ELN 216	Electronic Servicing II	(S)	4(3-3)

Extended equipment concepts; advanced analysis, diagnosis and repair techniques.
Prerequisite: T-ELN 215

English

Courses deleted:

ENG 124,224

History

Course deleted:

HIS 208

Mathematics

Course added:

MAT 1112 Construction Estimating (SS) 3(3-0-0)

As part of the light construction program, this course emphasizes estimating the cost of construction on building projects or phases of building projects. Students work with blueprints to develop material lists and estimate time involved to find labor costs. Prerequisites: DFT 101, DFT 207, MAT 1000, and MAT 1010

Physical Education

Course deleted:

PED 211

Postal Service

Courses added:

POS 101 Postal History and Organization 3(3-0)

Modes of delivery of written communications and merchandise from earlier eras to the present are studied. This study includes the present U. S. Postal Service organization and its functions, policies, procedures, and relationship to other governmental agenci

POS 103 Mail Processing I 3(3-0)

Provides an awareness of the interrelated factors necessary to achieve rapid separation of large amounts of mail within specified time and error parameters and on a cost-effective basis.

POS 105 Mail Processing II 3(3-0)

Provides an indepth view of revenue determination procedures and flow characteristics involved in receipt, processing and dispatch of second-, third-, and fourth-class mail.

POS 201 Postal Labor-Management Relations 3(3-0)

Laws and practices as related to Labor-Management in the Postal Service are reviewed current status, current problems and issues, national and local agreement, various bargaining units and associations in the U.S. Postal Service, grievance policy and procedure, disciplinary action policy and procedure, and the National Labor Relation Board.

POS 202 Postal Service Finance 3(3-0)

Auxiliary functions such as office, accounting, administrative, warehousing, and distribution services are studied. Planning of revenues and facilities and the control of operations is emphasized.

POS 203 Postal Employee Services 3(3-0)

The operation and functions of the Postal Service Personnel office are examined in detail. Policies relative to selection, placement, training, and promotion of employees are reviewed. Salary and wage schedules, insurance and retirement benefi awards program, and safety and health policies and procedures are also studied.

POS 205 Postal Delivery and Collection 3(3-0)

Problems in collecting mail from diverse points and delivering it to collection centers for processing and further delivery to multiple, diverse recipients are studied. The organizational structure and the physical facility of a metropolitan postal system are analyzed. Policies regarding all aspects of collection and distribution are reviewed.

POS 206 Postal Customer Services 3(3-0)

Overview of all services provided to postal customers, including non-postal services, and training in customer relations and retail marketing techniques.

POS 208 Postal Problems Analysis 3(3-0)

Situation, problem, decision, consequence, and solution analyses are applied to Postal Service problems. Problems related to personnel selection and evaluation, job job classifications, communication, automation, and costs are explored.

Psychology

Courses deleted:

PSY 221
PSY 222

Welding

Course added:

WLD 1101 Basic Gas Welding (S) 1(0-0-3)

The course is designed to teach the air conditioning and refrigeration student basic elements of gas welding. The emphasis will be on light welding, brazing, silver soldering, and soft soldering. Shop safety will be stressed in this course.

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